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Department of Defense Instruction

SUBJECT Printing, Binding and Related Equipment Programs

- Ref: (a) Govt Printing & Binding Reg, published annually by the Joint Committee on Printing, Congress of the United States.
(b) Regs of the Adm, General Services Adm, Title 1, Personal. Property Management.
(c) DoD Dir. 4100.12, 3 Nov 52, as amended by DoD Dir Trans. 138, 179 & 187
(d) DOD Dir. 4160.7, 12 May 52, as amended by DOD Dir. Trans. No. 79.

I. PURPOSE

The purpose of this Instruction is to (a) state the general policy of the Department of Defense governing the utilization of printing and binding equipment, and (b) assign responsibility for providing liaison between the Department of Defense and the Joint Committee on Printing, Congress of the United States; in regard to the purchase, rental, exchange, transfer, or disposal of printing and binding equipment.

II. APPLICABILITY

The provisions of this Instruction are applicable to the Departments of the Army, Navy, and Air Force and the Office of the Secretary of Defense. Joint agencies, activities, and projects of the Department of Defense attached to one of these four major agencies for administrative support or management purposes shall be handled in accordance with implementing procedures issued by the major agency concerned.

III. POLICY

The Government Printing and Binding Regulations published by the Joint Committee on printing, Congress of the United States, set forth the general policies governing the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment by agencies of the Federal Government. In consonance with those policies, the military departments and other Department of Defense agencies will not request authorization from the Joint Committee on Printing to establish new or expand existing printing and binding facilities under their control whenever existent government-owned or privately-owned facilities are available and capable of satisfactorily producing their printing and binding requirements. Exceptions to this policy will be permitted only when classified defense information vital to security of the United States or its allies is involved, and cannot be adequately protected under such arrangements.

IV. RESPONSIBILITY

1. The **Assistant** Secretary of Defense (Supply and Logistics) **will** be responsible for:

- (a) Developing such policy, criteria, and systems as may be required for the efficient and economical provision of printing and binding facilities and related equipment for the Department of Defense and assuring **their** effective **implement ation** within the Department of Defense.
- (b) Represent **ing** the Department of Defense with other Government agencies, **commercial** activities, and civic or labor organizations on matters relating to the interpretation **or** clarification of Department of Defense policy or position with respect to printing and binding activities of the Department..
- (c) Resolving problems on matters involving the purchase, rental., exchange, **transf er**, or disposal of printing, binding, and related auxiliary equipment arising between two or more major agencies or resolving questions requiring a **single** Department of Defense position.

2. The Secretary of each military department and the Assistant Secretary of Defense (Manpower and Personnel) for the Office of the Secretary of Defense will be responsible for:

- (a) Establishing effective controls and implementing procedures which will insure the efficient and economical administration of printing and binding activities of his **agency** and the coordination of its printing, binding, and **auxiliary** equipment requirements with the other **major** agencies of the Department of Defense in order to ascertain whether such requirements may be fully or partially met **from** excess stocks **prior** to the submission of requests to the Joint Committee on Printing for authority to procure such equipment.
- (b) **Submitt ing** requests for authority to purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment directly f **rom** his **agency** to the Joint Committee on Printing.
- (c) Designating a liaison representative to the Joint Committee on Printing, Congress of the United States, on matters involving printing and binding facilities and related equipment requirements for **his agency** as defined **in** current Government Printing and Binding Regulations.